

Reviewing the Approved PD Provider Document

The approved PD Provider document outlines how closely each program aligns with the legislative requirements. To learn more about each of the programs in order to decide which best fits your district's needs, utilize the hyperlinked program names on the document. Each school may choose up to two programs. Contact and registration information will be found on these sites.

Completing the Excel Spreadsheet

There are directions within the Excel document outlining the information that is required. Make sure to complete all fields, with the exception of the 2nd Professional Development Provider, which is only required as applicable.

Submitting 2014-15 Section 99(b) Application in MEGS+

- 1) Access the application and approved PD provider list at <http://www.michigan.gov/mde/0,4615,7-140-5236-343832--,00.html>
- 2) Complete the application using Microsoft Excel between the dates of January 8th and February 2nd in order to be best prepared to submit the application in MEGS+ (<https://mdoe.state.mi.us/MEGSPlus/>). **IMPORTANT: Ensure that the spreadsheet is saved with the .xls or .xlsx extension in order for the submission to work properly in MEGS+!**
- 3) Between the dates of February 2, 2015 and February 18, 2015, upload the application in MEGS+ using the following procedure:
 - a. E-mail Eric Lipinski at lipinskie@michigan.gov or call at 517-241-6895 to indicate that you are interested in applying for the Section 99(b) grant. Within 24 hours, the grant will show up in MEGS+ as an application that can be initiated by a Level 5 user.
 - b. A Level 5 MEGS+ user at the district will initiate the application under the heading of "Curriculum and Instruction (C&I) General Application".
 - c. Once the application is initiated, the user will be able to access the C&I General Application. Once inside the C&I application, select "View/Edit, click "Review Grant Selections", and indicate "Apply Now" for the Section 99(b) grant. Save the page and return to the "View/Edit" screen. A section will now be showing for Section 99(b).
 - d. From the View/Edit page, click "Section 99(b) Application". Districts will be required to upload the Excel application on the Section 99(b) page by clicking the Browse button. When the dialogue box opens, locate the completed application, and select OPEN. Once the attachment is selected, click SAVE in the upper-right hand corner.

- e. Districts are also required to upload a verification of registration or attendance for the PD program (i.e. memorandum of understanding between district and PD provider—signed by both). To do this, click the Add button (On the Section 99(b) application page). Click Browse, locate the completed verification, and select OPEN. Once the attachment is selected, click SAVE in the upper-right hand corner. Additional verifications may be uploaded the same way by clicking the ADD button in the upper right hand corner of the page and repeating the process.
- 4) Once all attachments are uploaded, the Level 5 user will need to submit the C&I application by accessing the application, clicking “change status”, and submitting the application.